



MANAGING YOUR OUTLOOK MAILBOX SIZE

Quick Reference Guide

Your ONE-NET inbox account limit is set at 100 MB total for mail, contacts, calendar items, tasks, sent items, deleted items, etc that are stored on the server—your local mail does not count toward that limit. If your account exceeds this limit, you'll still receive all incoming mail, but you'll receive a message stating that you're over your limit and that you can't send outgoing email until you're below that limit. You can use the steps in this guide to manage your mailbox, to ensure you can send and receive e-mail at all times.

SIZE UP YOUR MAILBOX

The ONE-NET guidance for mail:

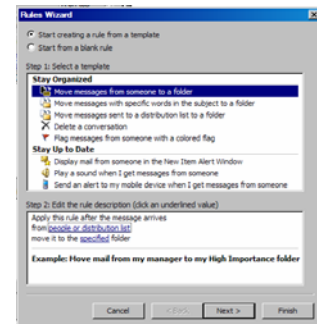
- Maximum storage amount allowed for e-mail messages stored on the server: 100 MB each for NIPR and SIPR.
- Maximum size allowed for an outgoing e-mail message: 10MB
- Maximum size allowed for an incoming e-mail message: 10 MB

MANAGE INCOMING MAIL

You can use the Rules and Alerts feature in Outlook to determine where incoming mail is stored and manage your incoming e-mails.

Create a new rule

1. To create a new Rule, click on **Tools→Rules and Alerts**.
2. Click on **New Rule...**
3. From here, you can select a number of different options: Move mail from someone specific to a local folder, move mail with certain words to a specific folder, move all mail addressed to a distribution list to a folder, etc.
4. You can then specify the names of senders, or specific phrases, words, etc you want to filter.



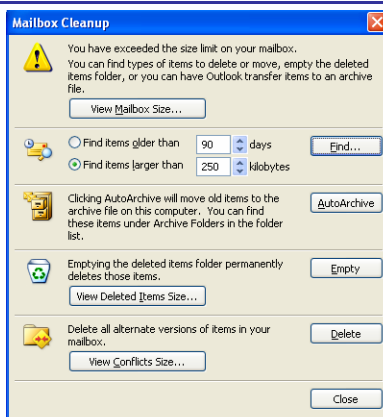
USE MAILBOX CLEANUP

Click **Mailbox Cleanup** on the **Tools** menu to: see the size of your mailbox and its subfolders, run AutoArchive, or empty the **Deleted Items** folder.



MANAGING YOUR OUTLOOK MAILBOX SIZE

Quick Reference Guide



SIZE UP MESSAGES IN YOUR MAILBOX

Show folder size To see the sizes of your e-mail folders, click **Folder List** on the **Go** menu, and click **Folder Sizes** on the Navigation Pane.


Group messages by size

1. On the **Go** menu, click **Mail**.
2. On the **View** menu, point to **Arrange By**, and click **Size**.

Note Make sure **Show in Groups** is selected on the **Arrange By** submenu of the **View** menu.

CONTROL OUTGOING MESSAGE SIZE

See outgoing message size

1. On the **Standard** toolbar, click  **New** to start a new e-mail message.
2. In the **To** box, type your own e-mail address (so that you don't accidentally send this test message to someone else). In the **Subject** line, type the subject of your message. Type the contents of the message.
3. Save the message and then press **ESC** to close it.
4. In the **Folder List**, locate the **Drafts** folder. Note the file size.

Reduce the file size of outgoing e-mail by filtering HTML

1. In Microsoft Word, on the **Tools** menu, click **Options**, and then click the **General** tab.
2. Click **E-mail Options**, click the **General** tab, and under **HTML filtering options**, select **High**.



MANAGING YOUR OUTLOOK MAILBOX SIZE

Quick Reference Guide

ARCHIVE BASICS

Turn AutoArchive on or off

1. On the **Tools** menu, click **Options**, click the **Other** tab, and then click **AutoArchive**.
2. Select or clear the **Run AutoArchive every** check box and specify the number of days that you want AutoArchive to run.

Run AutoArchive at any time

1. On the **Tools** menu, click **Mailbox Cleanup**.
2. Click **AutoArchive**.

Archive a single folder

1. Select the folder that you want to archive.
2. On the **File** menu, click **Archive**.

PERSONAL FOLDERS FILE (PST) BASICS

Create a PST

1. On the **File** menu, point to **New**, and then click **Outlook Data File**.
2. Under **Types of storage**, click **Personal Folders File (.pst)**, and then click **OK**.
3. In the **File name** box, type a name for the file, or leave the default, and then click **OK**.
4. In the **Name** box, type a display name for the PST folder, or leave the default.

Move messages to a PST

1. Right-click the message or folder that you want to move.
2. On the shortcut menu, click **Move to Folder**.
3. In the **Move Items** dialog box, select the PST folder to which you want to move the message or folder, and click **OK**.

For additional information, refer to the **Data Storage Quick Reference Guide**.

FOUR QUICK TIPS

Empty deleted items

Automatically, every time you exit Microsoft® Outlook®: On the **Tools** menu, click **Options**, and click the **Other** tab. Under **General**, select the **Empty the Deleted Items folder upon exiting** check box.

Manually: Right-click the **Deleted Items** folder and click **Empty "Deleted Items" Folder** on the shortcut menu or click **Empty "Deleted Items" Folder** on



MANAGING YOUR OUTLOOK MAILBOX SIZE

Quick Reference Guide

the **Tools** menu.

Save attachments to your local computer

Before you start saving attachments to your hard disk, make sure you have a location in mind that you'll remember later. For example, if the attachment is a photo, you may want to save it in the **My Pictures** subfolder of **My Documents**. Also, when you save the attachment, make sure you give it a name that will help you remember its contents and context.

To save an attachment, open the message that contains the attachment and click **Save Attachment** on the **File** menu.

Once you've saved the attachment, delete or archive the message. Some attachments can be removed by right-clicking them and clicking **Remove**.

Archive Sent Items regularly

To specify archive settings for AutoArchive, right-click the **Sent Items** folder, click **Properties**, and select the **AutoArchive** tab. Use this tab to specify how often **Sent Items** is archived. You can run AutoArchive at any time from the **Mailbox Cleanup** tool.

If you prefer to archive manually, click **Archive** on the **File** menu, and scroll to select the **Sent Items** folder.

Don't respond to unwanted e-mail

Don't respond to junk messages or chain letters. Also, don't click links within this type of e-mail that say things such as "Click here to remove yourself from this mailing list." When you respond to these "remove me" links, you're letting the sender know that there's someone at home at your e-mail address, and you're likely to encourage more of this type of junk e-mail.

For more information about handling junk e-mail in Outlook, take a look at this resource:

[General help on the Junk E-mail Filter.](#)